

VI-4 Labor Distribution-Timesheets

Timesheets provide a practical means of identifying and charging salaries and wages with precision when work activities vary each month, or when required by a funding source (e.g., Federal funds). Timesheet usage is an option in CALSTARS. Timesheet information is used to override the Home Base accounts in the Employee Master (EM) table.

For an agency to successfully use timesheets, agency management must support the effort and written procedures must be distributed to employees and supervisors. A suggested "Timesheet Handbook" is contained in Chapter VI-8. Agencies may request Chapter VI-8 and use it as a template for their own agency-specific handbook.

Through the use of timesheets, the CALSTARS labor distribution process accommodates:

- ✪ Full positive time reporting - All employees in a Payroll Reporting Unit (PRU) must record all their work and paid absence hours using timesheets.
- ✪ Negative time reporting - No timesheets are required unless an employee uses a different distribution than the EM Table distributions.
- ✪ Exception time reporting - Assign some of the hours differently on the timesheet, but designate the remainder to go to the EM Table Home Base accounts.

Indicators in the Labor Distribution Control (LC) Table and EM Table define the method and requirements for using timesheets.

Timesheets are retained in CALSTARS for four months after the end of the fiscal year. See the *Timesheet Purge* section at the end of this chapter for more details.

Within the labor distribution process, there is an adjustment process to correct erroneous personal service charges resulting from incorrect or tardy timesheets. Timesheet adjustments use a special form (optionally use the timesheet form) and screen for entering corrections to distributions made in error during initial timesheet processing. Adjustment Timesheets are discussed in Chapter VI-5.

This subchapter encompasses the three time reporting methods listed above and is organized to:

1. Describe preliminary steps required to use the timesheet process;
2. Describe the steps in the monthly timesheet process; and
3. Provide instructions for timesheet table maintenance

PRELIMINARY STEPS REQUIRED TO USE THE TIMESHEET PROCESS

Before the timesheet process can be used, agencies must:

- ✪ Design and order their own timesheets; and
- ✪ Request (from CALSTARS) the activation of the ET1 and ET2 (optional) reports in the Report Request Selection Screen (Command **G.3**).

These are described below.

Design and Order Timesheets

Agencies must develop and order their own timesheets. This may or may not include providing employees with pre-printed timesheets at the beginning of each month. CALSTARS provides an optional special printing feature which allows agencies to print specific information on agency designed timesheets each month. To use this feature, the timesheet must be designed to accommodate the print pattern provided by CALSTARS.

See Exhibit VI-4-1 for a sample timesheet. *Do not use the timesheet shown in Exhibit VI-4-1 as the timesheet template.* It has been reduced to fit the page. Therefore, the preprinted areas are not aligned properly.

When designing a timesheet, agencies should review the *Timesheet Table Maintenance* section later in this chapter and arrange the fields on the timesheet form to ease the data entry function.

Sufficient time must be provided to order and receive the stock of timesheets before implementing timesheet usage.

Special Pre-printing Option - ET2 Report

Agencies may request from CALSTARS that the ET2 Report on the Report Request Selection Screen (Command **G.3**) be activated for agency use. The ET2 is not actually a "report". Instead, it activates a special print routine that prints specific timesheet information in a specific pattern. Agencies then load their continuous form timesheets in the agency 8 ½" x11" output printer. Ten ET2 sample timesheets are automatically printed that display X's in the heading when the ET2 Report is printed. This is to assist the print alignment process prior to the actual timesheets which follow.

Each Timesheet is printed on a separate page. One page is printed for every EM Table record (each employee or group) that has a Time Sheet Flag code of **Y**. A timesheet is also printed if a timesheet was keyed for the employee or group in the prior month, even if the Time Sheet Flag code is not **Y**. Each preprinted timesheet contains, at a minimum, standard heading information. Additionally, at the agency's option, the accounting *classifications* charged on a previous month's timesheet may

EMPLOYEE TIME REPORT

VI-4-3

EXHIBIT VI-4-2
ET2 REPORT - TEST PATTERN

[illegible][illegible]

Legend (not printed):

- First line** - Organization Code, Organization Name, Index, Index Name
Second line - Employee/Group Name, Position Number, Employee Number, Pay Period Year and Month
Third line - Class Title, Work Week Group, Monthly Salary, Pay Period Start and End Dates
Next 10 lines - Default Code, Hour Type, Index, PCA, PCA Activity, Agency Object, Project/Work Phase, Multipurpose
- NOTE:** On the Employee Timesheet Table Maintenance/Inquiry screen, the Default Code and Hour Type fields are reversed and the Location field is between the Work Phase and Multipurpose fields.

also be included (see Program Level, **P = 2, 3 or 4**, below). The preprinted timesheets are sorted by the Timesheet Index Code (from the EM Table) and then using the following header data: Position number (if present) and Employee Number (SSAN).

The *Program* Level-of-Detail Indicator (**P**) in the Report Request Detail Screen is used to control the printing options in the ET2 Report. The options are:

- 1 - Print heading only;
- 2 - Print heading and body, *except for* Location and Multipurpose Code;
- 3 - Print heading and body, including Location; or
- 4 - Print heading and body, including Multipurpose Code.

Based upon the ET2 option selected, either the timesheets will be preprinted with the standard heading information or with the heading and prior distribution classification information. If the option selected is **2-4**, a maximum of 10 lines of distribution classification per timesheet is printed. The sources for the information are:

Preprinted Heading – The timesheet heading comes from the following sources:

Data Name	Source of Data
Organization Code	Organization Code from signon
Organization Name	D01 Descriptor Table
Index	EM Table (code following the 'Name' field)
Index Name	Index Code Table
Employee or Group Name	EM Table
Position Number	EM Table
Employee Number	EM Table
Pay Period Year and Month	D46 Descriptor Table (based upon the fiscal month option in the report request)
Class Title	EM Table
Work Week Group	EM Table
Monthly Salary Rate	EM Table
Pay Period Start and End Dates	D46 Descriptor Table (based on the fiscal month option in the report request)

NOTE: If any of the optional EM Table data is left blank, those data will not appear on the preprinted timesheet form.

Preprinted Body – Options **2-4** also preprints the following information from the prior month's keyed timesheets:

Data Name	Data Codes
Default code	1- Default to the Home Base accounts 0- Charge the timesheet accounts
Hour Type	Only the following hour types are pre-printed: 0009 - Regular 1008 - Overtime 2007 - Shift differential 3006 - Shift differential overtime
Index	
PCA	
PCA Activity	
Agency Object	
Project/Work Phase	
Location (Option 3 only)	
Multipurpose Code (Option 4 only)	

The *FM* Report Period in the Report Request Detail Screen is used to select the Pay Period that will appear on the timesheets. The options are:

CM - Prints the timesheet with the current calendar month as the Pay Period (i.e., timesheets requested any time during the month of August with the **CM** option will reflect the *August* Pay Period); and

NM - Prints the timesheet with the next calendar month as the Pay Period (i.e., timesheets requested any time during the month of August with the **NM** option will reflect the *September* Pay Period).

Request Activation of the ET2 (optional)

To activate the ET2 reports on the Report Request Selection Screen, contact the CALSTARS System Support Unit using e-mail: **CALSTARS@dof.ca.gov**, or FAX a CALSTARS 90 Form to the System Support Unit. See Volume 2, Chapter 3, Client Services, for the telephone number and/or address.

STEPS IN THE MONTHLY TIMESHEET PROCESS

The sequence of monthly events that must occur for the timesheet process are illustrated in Exhibit VI-4-3 and describe below.

1. Distribute the Agency Timesheet.

Timesheets are normally distributed before the start of any month, and the time recorded during the month. If the ET2 Report is selected for use, it should be requested via the report request screen, Command **G.3**. Alternatively, an agency may use its own timesheet with or without using the preprinted ET2 Report print headings/body option.

2. Employees Complete and Submit Timesheets.

Each employee (or group) completes and submits a timesheet according to the agency-specific "Timesheet Handbook".

3. Supervisors Approve Timesheets.

Each supervisor reviews and approves completed employee/group timesheets and distributes copies to the Accounting Office for key entry, Personnel, employee, etc.

4. Accounting Office Technical Review Prior to Data Entry.

Accounting Office staff reviews, verifies computations and inserts coding, as appropriate.

5. Enter Timesheet Data.

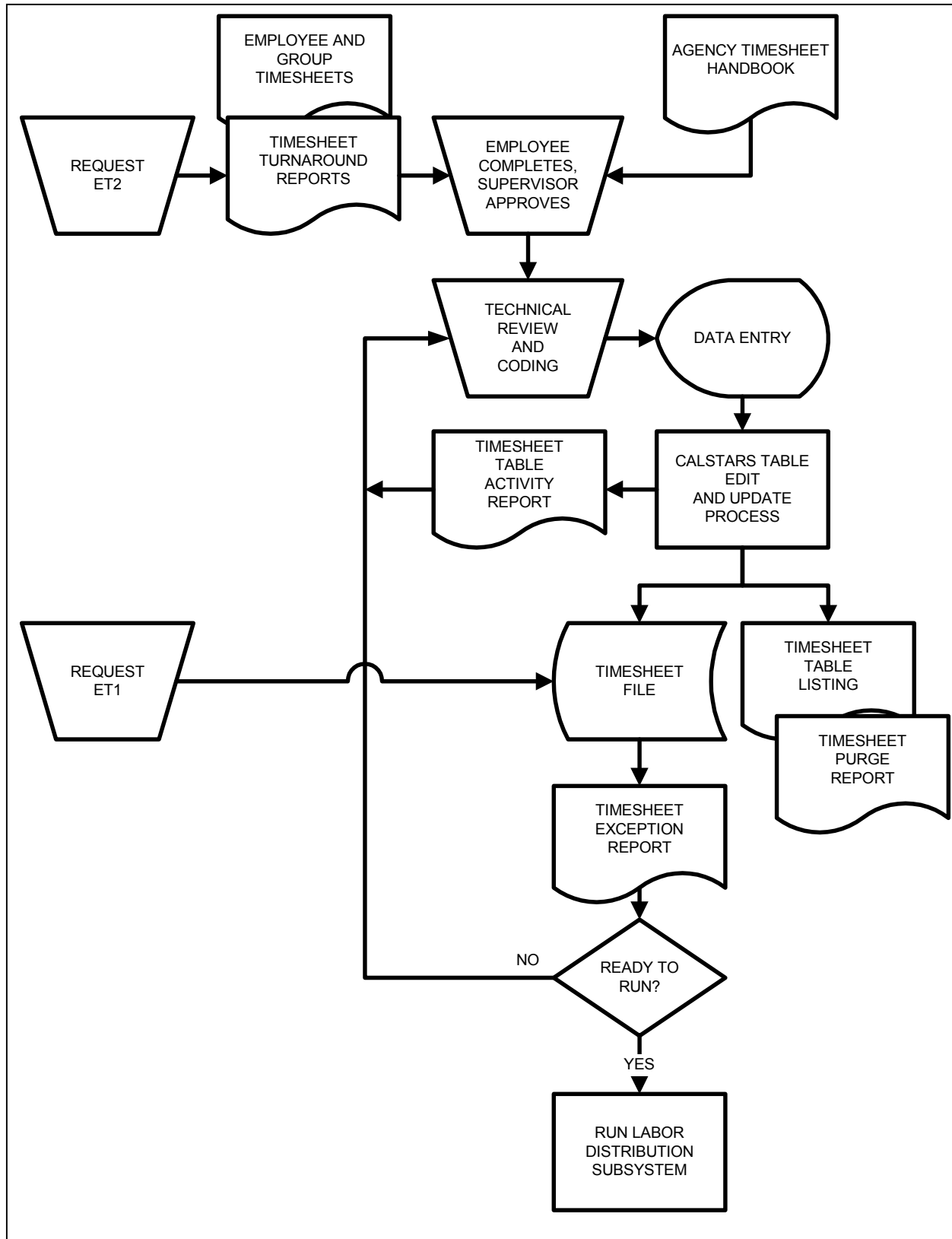
Accounting Office staff enters timesheets into CALSTARS via the Employee Timesheet Table Maintenance/Inquiry Screen (Command **J.1** or **I.7.3**). Timesheets are fully edited online so that all records that pass online edits will be processed.

For specific information concerning the Timesheet Table maintenance and screen entry, refer to the *Timesheet Table Maintenance* section.

6. Review the Daily Timesheet Activity Reports.

Refer to the *Timesheet Table Maintenance Outputs* section, for a description of the Daily Timesheet Activity Reports. The Accounting Office should use these reports to validate the prior day's input.

EXHIBIT VI-4-3
CALSTARS TIMESHEET PROCESS



7. Identify Missing Timesheets using the ET1, Timesheet Exception Report.

The ET1 Report is requested via the Report Request screen (Command **G.3**). There are not any level options available for this report. The FM requires code **PM**. This report is produced during the nightly system update process. The Timesheet Exception Report is in sequence by Timesheet Index Code (when present in an EM Table record), Position Number and Employee Number.

The Timesheet Exception Report should be run a few days before the labor distribution process is run so that corrective action may be taken first. It may be requested each day during the period for timesheet entry and update. A sample page from the ET1, Timesheet Exception Report, is shown in Exhibit VI-4-4. This report displays certain exception conditions such as missing timesheets for employees who are on a positive time reporting basis (i.e., timesheet required).

Two edits are performed based upon two indicators in the EM Table:

- ✪ Timesheet Indicator; and

- ✪ Work Week Edit Indicator.

Other edits are performed to insure timesheet reasonableness before labor distribution processing occurs. Exhibit VI-4-5 lists the exception messages printed on the Timesheet Exception Report, explains why the messages occur, what corrective action should be taken and what happens if corrective action is not taken prior to running the labor distribution process.

EXHIBIT VI-4-4

CSTARET1 0990 (DEST: A1 CTP2) PM, ,0,0,0,0, , , , , , , , , , , ***** RUN:11/20/01 TIME:32.42
FISCAL MONTH: 04 OCTOBER *****

DEPARTMENT OF AIR QUALITY
TIME SHEET EXCEPTION REPORT
FOR THE MONTH OF OCTOBER - MONTHLY HOURS 176

***** PAGE 1

-----ACTUAL/DEFAULT ACCOUNTS-----

EMPLOYEE NAME	POSITION NO	EMP NO	EF				M E S S A G E								MP-CODE
			INDEX	IND	TYP	HB	PCT/ HOURS	INDX	PCA	ACT	PROJ	WP	AO	LOC	
JOHN DOE	- - -	111-22-3333						REQUIRED	TIME	SHEET	NOT	FOUND			
					D			1.0000		00361				..	
BILL SMITH	- - -	222-33-4444						REQUIRED	TIME	SHEET	NOT	FOUND			
					D			1.0000		00536				..	
WILL BLACK	- - -	333-44-5555						REQUIRED	TIME	SHEET	NOT	FOUND			
					D			1.0000		00411				..	
HEATHER GRAY	- - -	444-55-6666						REQUIRED	TIME	SHEET	NOT	FOUND			
					D			1.0000		00523				..	
JACK BELL	- - -	555-66-7777						REQUIRED	TIME	SHEET	NOT	FOUND			
					D			1.0000		00215				..	

EXHIBIT VI-4-5
EXCEPTION CONDITIONS - TIMESHEET EXCEPTION REPORT - CSTARET1^{1/}

Message	Reason	Corrective Action	Default Handling
REQUIRED TIMESHEET NOT FOUND	The timesheet indicator in the EM Table indicates that a timesheet is required for this employee or group of employees. However, no timesheet has been submitted.	Have the employee or group submit a timesheet. Alternately, change the Timesheet indicator in the EM Table.	The SCO hours, if selected, and dollars are distributed to the employee's Home Base accounts.
TS HOURS DOES NOT EQUAL NORMAL MONTHLY HOURS	The Work Week indicator in the EM Table indicates that the employee must work the State standard hours for the month. However, the employee's timesheet does not contain the proper number of regular hours to meet this requirement.	Correct the associated timesheet or change the Work Week edit indicator to N in the EM Table.	Timesheet hours will be used to distribute payroll costs in proportion to the hours recorded.
MULTIPLE CT REPORTED	The Hour Type CT was reported multiple times on a given timesheet.	Correct the associated timesheet to include only one CT entry. There should be only one CT entry per timesheet and it should contain the total compensatory time earned for the employee or group.	The sum of all CT entries is used to distribute compensatory time earned.
CTD HOURS EXCEED CT HOURS	On a given timesheet, the sum of all the CTD entries exceeds the CT hours. CT is total compensatory time earned and includes CTD . Thus, CT must be <i>at least equal</i> to the sum of the CTD hours.	Correct the number of hours of CT or CTD .	CT hours are forced to equal CTD hours.
CT CANNOT BE DISTRIBUTED - NO REG OR SD	There is no REG or SD on the timesheet and the number of hours of CT is greater than the sum of the CTD hours. When CT hours are greater than the sum of the CTD hours, the excess is distributed among the regular or shift differential hours, but in this case, there are no REG or SD hours.	Correct the timesheet to include regular hours or adjust the CT hours.	Fatal error - no distribution is made.
CT EXCEEDS REG AND SD	This occurs when the excess of CT hours minus the sum of CTD hours is greater than the sum of all regular (and shift differential) hours. In other words, the number of hours of compensatory time earned to be distributed is <u>greater</u> than the number of regular hours worked.	Adjust the compensatory time earned or regular hours, as appropriate.	The excess is distributed.
OT CANNOT BE DISTRIBUTED - NO REGULAR HOURS	Warning message that overtime or shift differential overtime is on the timesheet but no regular hours are present. Regular hours are defined as REG , SD , HOL , VAC , SL , or CTO .	Code regular hours on the timesheet, if appropriate.	The overtime is distributed per the timesheet when the SCO payment arrives. The SCO regular payment for the pay period is charged to the Home Base accounts.
CT WILL NOT BE PROCESSED - CTO IND IS N	The CTO Reserve Indicator in either the LC Table or the EM Table is set to N to indicate that the employee is not eligible to earn or take compensatory time off. However, at least one of the hour types, CT , CTD or CTO , is coded on the timesheet.	If the employee should be eligible for compensatory time off, change the CTO Reserve Indicator, Percent, Index and PCA in the EM Table. If the employee is not eligible for compensatory time off, correct the timesheet.	The CT , CTD and/or CTO hours are not processed by the labor distribution process.

^{1/} See Exhibit VI-4-8 for a description of acronyms and indicator settings.

TIMESHEET TABLE MAINTENANCE

Unlike other CALSTARS tables, there is no specific form for documenting Timesheet Table maintenance. Agencies develop their own timesheet forms. All agencies must enter their timesheets into the Employee Timesheet Table Maintenance/Inquiry screen (Command **J.1** or **I.7.3**), as shown below:

[illegible]

The following instructions apply only to this *screen*.

Structure

The Employee Timesheet Table Maintenance/Inquiry screen is divided into two segments: the control key and informational data. The control key identifies each timesheet by Organization Code, Group (Agency/PRU), (*optional*) Position Number, (*optional*) Employee Number and Year/Month for the time reported. The Organization Code is assigned based on the signon ID. The Group, Position Number and Employee Number identify the specific group or employee. The Year/Month identifies the period being reported.

The informational data consists of the distributions to be identified on the timesheet. An agency may differentiate between regular time and paid overtime/shift differential/shift differential paid overtime, or may post it together. The actual number of hours entered and the methodologies used for determining the distribution of hours and costs are defined by the agency. Chapter VI-2, Labor Distribution Control Table-Actuals Costing and Chapter VI-3, Employee Master Table-Actuals Costing, should be reviewed so that each feature is fully understood before using timesheets.

The coding needed to enter regular time, paid overtime, shift differential time and paid shift differential overtime are shown below. The three most critical data are the Number of Hours, Hour Type and the Default Indicator. The hours on the timesheet refer to the actual hours worked.

The use of these Hour Types varies depending upon the Overtime Coding Indicator in either the LC or EM Table and on the specific type of hours coded. Exhibit VI-4-6 illustrates two scenarios on how a timesheet is coded when the Overtime Coding Indicator is either **Yes** or **No**. It also illustrates specific timesheet coding requirements for recording Shift Differential Time and Shift Differential Overtime. Since shift differential payments are made in a pay period *subsequent* to the payment for regular, and, possibly overtime, separate lines on the timesheet must be coded for each:

- ✧ The regular time and the associated shift differential; and/or
- ✧ The overtime and the associated shift differential overtime.

Each type of payment from the SCO is matched to each pay type in the timesheet lines. If the hour types are not identified correctly on the timesheet, the Home Base accounts in the EM or LC tables are used. The timesheet hours shown in Exhibit VI-4-6 for Shift Differential time are doubled, but the actual hours that are "costed" are only the regular and overtime hours (186 hours). The shift differential payments for regular and overtime increase the dollar amounts originally distributed.

The Default Indicator ("D" column) for Home Base must always be present on every coded line of the timesheet. It tells the system whether to:

- ✧ Default to the EM Table (or alternatively, the LC Table), or
- ✧ use the accounting classification on that specific line of the timesheet.

If the default option is used, *no* other accounting classification data may appear on that line; but if the Default is not used, an Index Code and PCA are required, and *optionally* the PCA Activity, and Agency Object, Project/Work Phase, Location and Multipurpose code. The Default Indicator codes are:

Y or **1** - Yes, default to the Home Base accounts; or

N or **0** - No, use the classification that follows the indicator.

All other accounting classification data may be entered on the timesheet as required. Timesheets may be used, even if the Timesheet Flag in the EM Table is set to **N**.

EXHIBIT VI-4-6
BASIC TIMESHEET CODING REQUIREMENTS

RECORDING REGULAR TIME AND OVERTIME

(Assume that the State standard hours for the month is 176, the employee worked 10 hours of paid overtime, and that none of the hours were on a shift basis.)

OT Indicator Setting	Hours	Hour Type	Home Base Default
Overtime Indicator set to Y :	176	REG	Y or N
	10	OT	Y or N
Overtime Indicator set to N :	186	REG	Y or N

RECORDING SHIFT DIFFERENTIAL TIME

Hours	Hour Type
176	REG (matched to the SCO regular payment)
<u>176</u>	SD (matched to the SCO shift differential payment)
352	TOTAL TIMESHEET HOURS

RECORDING SHIFT DIFFERENTIAL OVERTIME

Hours	Hour Type
10	OT (matched to the SCO overtime payment)
<u>10</u>	SDOT (matched to the SCO shift differential overtime payment)
20	TOTAL TIMESHEET HOURS

Relationship To Other Tables

During the update of the Timesheet Table, the Organization Control (OC) Table, Index Code (IC) Table, Program Cost Account (PA) Table, Project Control (PC) Table and several Descriptor Tables are used to validate most of the data elements.

Input Coding

Detailed input coding instructions for the Timesheet Table are contained in Exhibit VI-4-8. There is no standard input coding form. The Timesheet Table is entered online using Command **J.1** or **I.7.3**.

NOTE: For each Hour Type there is a 2-4 digit alpha code and a corresponding 4-digit numeric equivalent. For each Default option there is a 1-digit alpha code and a corresponding 1-digit numeric equivalent. The numeric codes are available so that timesheets may be keyed exclusively from the 10-key numeric pad portion of the keyboard. The Timesheet Table Activity Report and the Timesheet Table Listing display the Hour Type and Default exactly as originally keyed--alpha or numeric equivalent.

Creation and Maintenance

The LC Table should be established a day prior to the EM Table, and the EM must be established before timesheets may be entered. The Timesheet Table entries are keyed directly from the individual or group timesheet form (CALSTARS ET2 or agency developed timesheet) into the table entry screen (Command **I.7.3** or **J.1**).

Functions **A**=ADD, **C**=CHNG, **D**=DEL, and **P**=PRT may be used. Available Program Function (**F**) keys are: **F2**=Retrn, **F3**=Quit, **F4**=COPY DATA FROM/TO A SPECIFIED LINE, **F5**=VIEW MASTER, **F6**=RECALL MAINT, **F7**=Bkwrdr, **F8**= Frwrdr, **F9**=Clear and **F12**=Main. Descriptions of these functions and F-keys may be found in the *Table Maintenance Functions* section of Chapter IV. The Timesheet Table is updated online (realtime) for **Add**, **Change** and **Delete** transactions. As soon as an **Add**, **Change** or **Delete** transaction is successfully written, the table is updated--realtime. **Delete** transactions display a 'confirmation action' pop-up window because a delete is instantaneous and non-recoverable. The **Print** function is not updated online (realtime); therefore, it may be recalled using the **F6** key. Use **F5** to view master records if maintenance is needed. To modify an existing table record, use the **Change** function (after viewing the master record). To **blank** fields in a **Change** transaction, simply erase the field(s) using the **Delete** or **EOF** key or the space bar.

Timesheet Table records specify the distribution of hours worked for employees and groups that submit timesheets. Up to 15 distributions may be entered on each timesheet and up to 99 timesheet pages may be entered for each employee or

group for any given month. A full accounting classification is associated with each distribution on the timesheet.

For employees on a positive time reporting basis, the labor distribution process accepts timesheet information that overrides the predetermined allocations in the EM Table.

All table maintenance activity must be recorded on the Table Maintenance Control Log (CALSTARS 20) as described in the *Table Maintenance Activity Log* section of Chapter IV.

Edit Rules

All error codes and messages for table maintenance transactions are defined in Volume 4 of the CALSTARS Procedures Manual.

Special Considerations

There are special considerations when performing maintenance to the Timesheet Table. All *labor table* maintenance is processed just prior to any request to Run Labor (code **Y** on the OC Table). Any timesheet or other labor table maintenance plus non-impacted labor tables are used when this process occurs. However, *non-labor table maintenance* is not used in the labor run, therefore, it is critical to assure that the tables used are valid prior to running labor.

Outputs

An activity report and a listing shown in Exhibit VI-4-9 and Exhibit VI-4-10, respectively, are produced from Timesheet File table maintenance process. The activity report (CSB520-1) is produced automatically when maintenance is performed. Entering a Function **P** for the Timesheet Table produces the table listing (CSB520-2). This report lists the contents of all timesheet entries for the requesting agency. Alternatively, timesheets may be printed only for a specific pay period by specifying the **P** - Print function and the desired **pay period year and month**.

WARNING: The report could be very large. Microfiche or a report file may be of more use and more economical.

Controls

The EM Table controls the type and method used for distributing labor costs and hours, but is over-ridden by the Timesheet Table. Once a method and accounts are established, extreme care should be exercised when modifying EM Table entries. Improper maintenance or timing of changes could cause system files to become out-of-balance, create invalid accounts and complicate the maintenance of other tables and files. Table logs should be kept along with the maintenance activity reports for the same period as the accounting records they control.

Timesheet Purge

The prior fiscal year timesheet purge process is run automatically on the last processing day of October each year. This allows opportunity to process timesheet adjustments, overtime and shift differential payments, and SCO voided and redeposited warrants. Records purged are those in the fiscal year just ended. For example, the report on October 31, 2000 would be for the months of July 1999 through June 2000. The timesheets purged may or may not have been fully cost allocated and fund split. However, timesheets cannot be used as the base for distributing costs in a *prior fiscal year*.

Time Sheet – File Purge Listing

The CSB525-1, Time Sheet – File Purge Listing, shown in Exhibit VI-4-7, is generated by the timesheet purge process. The report contains only those timesheets that were purged by the process.

This report displays purged records in the sequence of:

- ✪ Position Number;
- ✪ Employee Number;
- ✪ Timesheet year and month; and
- ✪ Page number.

Exhibit VI-4-7

```

CSB525-1 *****
                                CALSTARS          TS - FILE MAINTENANCE REPORT
                                DEPARTMENT OF AIR QUALITY
                                *****
                                10/31/2001 (08:53) *****
                                TIME SHEET - FILE PURGE LISTING
                                *****
-----RECORD KEY-----
POS-NO      EMP NO/NAME  YR MO PAGE  AVG  HOURS  DIST-HRS  UNDIST-HRS  TYPE HB INDX  PCA  ACTV  PROJ  WP AO  LOC  MP-CODE
XXX-XXX-XXX-XXX  XXX-XX-XXXX  XX XX XX    X XXXXX.XX XXXXX.XX XXXXX.XX  XXXX X  XXXX  XXXXX XXXX XXXXXX XX XX XXXXXX XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
555-55-5555  99 06 01      80.00      . 0    80.00  REG  N      11111      123456789123
JOE BLACK      0.39      . 0    0.39  REG  Y
57.00      . 0    57.00  REG  Y      123456789123
555-55-5555  99 06 04      80.00      . 0    80.00  REG  Y
JOE BLACK      0.39      . 0    0.39  REG  Y      123456789123
57.00      . 0    57.00  REG  Y

```

EXHIBIT VI-4-8
EMPLOYEE TIMESHEET TABLE CODING INSTRUCTIONS

Data Element	Length	Contents
<u>Control Key:</u>		
ORG	4	The statewide organization code is automatically entered from the signon.
POS	6 or 13	<p><u>Individual employee timesheet:</u></p> <p>If the LC Table Position Number coding indicator is Y, enter the employee's 13-digit position number:</p> <ul style="list-style-type: none"> • 3-digit SCO Agency code; • 3-digit Payroll Reporting Unit (PRU); • 4-digit Class code; and • 3-digit Employee Serial Number. <p style="text-align: center;">OR</p> <p>If the LC Table Position Number coding indicator is N, leave blank.</p> <p><u>Group timesheet:</u></p> <p>Enter the 6-digit <u>group</u> Position Number:</p> <ul style="list-style-type: none"> • 3-digit SCO Agency code; and • 3-digit Payroll Reporting Unit (PRU).
EMPNO	9	<p><u>Individual employee timesheet:</u></p> <p>Enter the individual's Employee Number.</p> <p><u>Group timesheet:</u></p> <p>Leave blank.</p>
YY MM	4	Enter the pay period calendar year and month. (Example: December, 2000 would be code 0012).
PAGE	2	Enter the page number of the timesheet. The page number must be numeric and greater than zero. (Example: the first page would be 01 .)
<u>Information Elements:</u>		
TOTAL HOURS	1-9	Enter the total number of hours for the timesheet page, including the 2 digits for hundredths. Do <u>not</u> enter the decimal point. (Example: 176 hours would be 17600).
AVERAGE HOURLY RATE		Leave blank.
<u>Distributions:</u>		
HOURS	1-7	Enter the number of hours worked to two decimal places. Do not enter the decimal point. (Example: 40 and 1/2 hours would be 4050).

EXHIBIT VI-4-8 (Continued)
EMPLOYEE TIMESHEET TABLE CODING INSTRUCTIONS

Data Element	Length	Contents
TYPE	2-4	<p>Enter the hour type:</p> <p>REG or 0009 - Regular time</p> <p>OT or 1008 - Overtime</p> <p>SD or 2007 - Shift differential (paid separately from regular time)</p> <p>SDOT or 3006 - Shift differential overtime (paid separately from overtime)</p> <p>If Reserve Accounts are used, the following codes are valid:</p> <p>HOL or 4005 - Holiday time</p> <p>VAC or 5004 - Vacation time</p> <p>SL or 6003 - Sick leave</p> <p>CTO or 7002 - Compensating time off</p> <p>CTD or 8001 - Compensating time direct (earned and charged to a specific timesheet PCA)</p> <p>CT or 9005 - Compensating time (earned and allocated to all timesheet PCAs)</p>
D (DEFAULT)	1	<p>Enter the Default to Home Base Indicator:</p> <p>Y or 1 - Charge EM Table Home Base Accounts for these hours.</p> <p>N or 0 - Charge using the classification on this line of the timesheet for these hours.</p>
<u>Accounts to be Charged:</u>		If the Default to Home Base Indicator is coded N or 0 , enter all of the classification elements to be charged.
INDEX	4	Enter the Index Code to be charged.
PCA	5	Enter the PCA to be charged.
ACTV	4	<i>(Optional)</i> Enter the PCA Activity to be charged.
AO	2	<i>(Optional)</i> Enter the Agency Object to be charged. This Agency Object code overrides the Agency Object codes in the EM and LC Tables.
PROJ	6	<i>(Optional)</i> Enter the Project to be charged.
WP	2	If Project is coded, enter the Work Phase to be charged.
LOC	6	<i>(Optional)</i> Enter the Location to be charged.
MP CODE	12	<i>(Optional)</i> Enter the Multipurpose Code to be charged.

EXHIBIT VI-4-9

```

CSB520-1 *****
                                CALSTARS          DEPARTMENT OF AIR QUALITY          *****
                                TS - TABLE MAINTENANCE REPORT                      ORG NUMBER: 0990
11/16/2001 (08:06) *****
                                TIME SHEET TABLE MAINTENANCE ACTIVITY
*****
-----RECORD KEY-----OP/-----INFORMATION ELEMENTS-----ERROR-----LINE
  POSITION      EMP-NO      YR MO PAGE CODE  AVG      CODE      MESSAGE      NO
            HOURS    DIST-HRS  TYPE HOME INDEX  PCA  ACT   PROJ  WP  AO  LOC    MP-CODE
081-62-3333 00 04 07  A
01) 00080.00          REG  N          00391          123456789123  Q51-INVALID PCA      01
02) 00000.39          REG  Y
03) 00057.00          REG  Y
                                UPDATED ONLINE ON 11/19/01 AT 02:54:21 PM
081-62-3333 00 05 07  A
01) 00080.00          REG  N          00391          123456789123  Q51-INVALID PCA      01
02) 00000.39          REG  Y
03) 00057.00          REG  Y
                                UPDATED ONLINE ON 11/19/01 AT 02:54:02 PM
081-62-3333 00 06 07  A
01) 00080.00          REG  Y
02) 00000.39          REG  Y
03) 00057.00          REG  Y
                                UPDATED ONLINE ON 11/19/01 AT 02:51:45 PM
094-58-3333 00 05 01  A
01) 00168.00          REG  Y
                                UPDATED ONLINE ON 11/19/01 AT 02:55:19 PM
094-58-3333 00 06 01  A
01) 00168.00          REG  Y
                                UPDATED ONLINE ON 11/19/01 AT 02:55:13 PM
098-46-3333 00 05 01  A
01) 00032.00          REG  Y
                                UPDATED ONLINE ON 11/19/01 AT 02:55:57 PM
098-46-3333 00 06 01  A
01) 00032.00          REG  Y
                                UPDATED ONLINE ON 11/19/01 AT 02:55:45 PM

```

EXHIBIT VI-4-10

CSB520-2 *****
 CALSTARS T S - T A B L E M A I N T E N A N C E REPORT
 11/16/2001 (08:06) *****
 DEPARTMENT OF AIR QUALITY

 ORG NUMBER: 0990
 ORG PAGE: 1
 RUN PAGE: 1
 TIME SHEET TABLE LISTING

RECORD KEY				INFORMATION ELEMENTS									
POSITION	EMP-NO	YR	MO	PAGE	AVG		PCA	ACT	PROJ	WP	AO	LOC	MP-CODE
	HOURS	DIST-HRS			TYPE	HOMEB	INDEX						
081-62-3333	99	06	01		REG	N		11111					123456789123
	00080.00				REG	Y							
	00000.39				REG	Y							
	00057.00				REG	Y							123456789123
081-62-3333	99	06	04		REG	Y							
	00080.00				REG	Y							
	00000.39				REG	Y							123456789123
	00057.00				REG	Y							
081-62-3333	99	06	05		REG	Y							
	00080.00				REG	Y							
	00000.39				REG	Y							123456789123
	00007.00				REG	Y							123456789123
081-62-3333	99	06	07		REG	Y							
	00080.00				REG	Y							
	00000.39				REG	Y							
	00057.00				REG	Y							
081-62-3333	99	06	08		REG	Y							
	00080.00				REG	Y							
	00039.00				REG	Y							
	00005.70				REG	Y							
081-62-3333	99	06	09		REG	Y							
	00880.00				REG	Y							
	00039.00				REG	Y							
	00057.00				REG	Y							
081-62-3333	99	07	01		OT	Y							
	00160.00	00176.00											
081-62-3333	99	07	02		REG	Y							
	00002.00				REG	Y							
	00001.00				REG	Y							
081-62-3333	99	08	01		REG	Y							
	00176.00	00176.00											
081-62-3333	99	09	01		REG	Y							
	00160.00	00176.00											
081-62-3333	99	10	01		REG	Y							
	00168.00	00176.00											